



DEPARTMENT OF HEALTH CARE SERVICES CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF HEALTH CARE SERVICES	RELEASE DATE:	Wednesday, November 25, 2009
POSITION TITLE:	Chief, Office of Health Information Technology (Pending DPA and SPB approval)	FINAL FILING DATE:	Wednesday, December 16, 2009
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	11242009_1

POSITION DESCRIPTION

Under the administrative direction of the Chief Deputy Director, Health Care Programs, the Chief, Office of Health Information Technology (OHIT) is responsible for the development of DHCS policy on the promotion and use of electronic health records by health care providers in the Medi-Cal program and health information exchange to share health care data between health care entities to improve the safety, efficiency and quality of care. OHIT, under the Chief's direction, is responsible for overseeing the incentive program to promote the meaningful use of electronic health records (EHRs) by Medi-Cal health care providers. This role requires maintaining close contact with federal health care officials, and the legislature, and soliciting, synthesizing and evaluating feedback from other state departments, local health departments, health plans, provider groups, patient advocacy groups, and other stakeholders. The Chief will oversee the development and implementation of procedures to efficiently and fairly provide incentive payments to Medi-Cal providers for the meaningful use of electronic health records.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as

defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- Knowledge of health care programs.
- Knowledge of the organization of the California State Administration.
- Knowledge of the state's Medi-Cal program.
- Knowledge of state budget and financial management processes.
- Knowledge of the state's health delivery systems.
- Ability to work successfully with persons at high levels of government, managed care provider and beneficiary representatives and advocates, county health departments and local health initiatives, and health industry professional associations.
- Ability to analyze complex program implementation problems and develop effective courses of action to solve them.
- Ability to serve as a leader in implementing statewide healthcare reform pertaining to use of electronic health records by health care providers.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Office of Health Information Technology (Pending DPA and SPB approval)**, with the **DEPARTMENT OF HEALTH CARE SERVICES**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of a Supplemental Application. Applicants are required to respond to the following five supplemental items. These supplemental items are designed to identify job achievement in specific areas that demonstrate ability to successfully perform at the CEA level. Responses to the supplemental items will be assessed based on pre-determined job-related rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under the minimum qualifications.

Each applicant for this examination must complete and submit his/her responses to all five supplemental items that follow. Supplemental responses and your application must be postmarked, personally delivered, or received via interoffice mail by the final filing date. Applications received

without responses to the supplemental items will be rejected.

When responding to the supplemental items, please follow these guidelines:

- Your responses must be typewritten or generated by word processing on 8 1/2" x 11" paper.
- Your responses must be limited to one page per item.
- Identify each page with your full name.
- Make sure your responses are complete, specific, clear, and concise.
- Answer each numbered item separately indicating the corresponding item number for each response.

SUPPLEMENTAL APPLICATION ITEMS:

1. Describe your general knowledge of, and experience with, project management of both small and large information technology projects.
2. Describe your ability and experience in planning, organizing, and directing the work of multi-disciplinary professional and administrative staff in relation to information technology projects.
3. Describe your ability and experience in working with the State control agencies, legislature, and other government entities in relation to information technology and development and implementation.
4. Describe an experience that demonstrates your ability to analyze complex infrastructure problems and recommend effective courses of action.
5. Describe your information technology experience with budget development and fiscal accountability for an organization.

FILING INSTRUCTIONS

Application packages postmarked, personally delivered, or received via interoffice mail after 5:00 p.m. on the final filing date will not be accepted. Application packages must include two copies of the items listed below.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- Responses to the Supplemental Items listed above.

Applications must be submitted by the final filing date to:

DEPARTMENT OF HEALTH CARE SERVICES, Human Resources Branch
P.O. Box 997411 MS 1301, Sacramento, CA 95899-7411
Tara Jackson | (916) 552-8345 | Tara.Jackson@dhcs.ca.gov

ADDITIONAL INFORMATION

Application packages may also be hand-delivered to: Department of Health Care Services, Human Resources Branch, 1501 Capitol Avenue, Suite 71.1501, Sacramento, CA.

Questions regarding the examination process should be directed to Tara Jackson at Tara.Jackson@dhcs.ca.gov or at (916) 552-8345.

Questions regarding the position should be directed to Arleen Jacoway at Arleen.Jacoway@dhcs.ca.gov or at (916) 440-7408.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF HEALTH CARE SERVICES reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>